

RMS Copy

Approved For Release 2005/08/03 : CIA-RDP70-00211R000800170040-0

23 May 1961



I have the following information for you.

First, six Overnight Storage Boxes are on their way to your office. If you do not receive them within a day or two, please let me know.

Second, I have found two Steel Composition Top Tables to substitute for the two wooden ones now in your vault.

Third, there is in stock a small safe approximately 15" wide, 15" deep and 24" high and weighs about 125 pounds. There is also another safe weighing about 450 pounds and is 18" wide, 24" deep and 36" high. Please let me know which one of these will meet your requirement.

Fourth, we have arranged for [redacted] to prepare the new folders for your Shelf Filing Installation. These can be typed from the Punch Card Listing that we will get from [redacted] office.

Fifth, I have been unable to locate a Kardex type cabinet to hold 4 x 6 cards. We have plenty in stock to accommodate 5 x 8 cards, however, if we use the Kardex cabinet 17 would be necessary.

I am enclosing a brochure of a piece of equipment ("Rol-Dex") which I think may be suitable for your card files. This piece of equipment will hold about 27,000 cards and will take up approximately same space as present card cabinet. Let me know how you feel about this equipment.

Sixth, we are now developing a Floor Plan for the Shelf Filing Installation showing location of each type of record in the shelves. I hope to have this in the mail to you by the end of the week, together with an illustration of the type of shelf filing equipment that we propose.

I enjoyed my visit with your office and wish to thank you, particularly for your hospitality and courtesy.

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